

**Quick response!**

**A win/win program!**

**Your source for quality!**

## FREQUENTLY ASKED QUESTIONS

### What is the Set Aside Program?

The program is designed to support certified non-profit agencies that support disabled or disadvantaged individuals in Arizona who provide quality products and services to fulfill your procurement needs.

### Why should I use this program?

Set Aside agencies provide products and services that do not require your organization to conduct a competitive procurement; saving both time and money.

### What products & services are available?

Many, but not all, are listed at this site:  
<http://www.azdoa.gov/SetAside/Browse.aspx>

### How do I initiate a purchase?

As a competitive procurement is not required, simply contact the respective Set Aside agency directly, arrange for the products and services, and issue a purchase order.

### What is the legal authority for this program?

The Arizona Revised Statute 41-2636 (A.R.S. §41-2636) of the Arizona Procurement Code provides the legal basis. Additionally, it requires all state governmental units to endeavor to set aside one percent (1%) of new purchases or contracts for products, materials, and services from Arizona Industries for the Blind (AIB), certified nonprofit agency for disabled individuals (C-NADI), or Arizona Correctional Industries (ACI).



---

*"Arizona's State Set Aside Program is a cost-effective way to procure needed products and services, while being socially responsible."*

*Additionally, your purchases support non-profits and their employees, many of whom are blind or have other severe disabilities."*

---

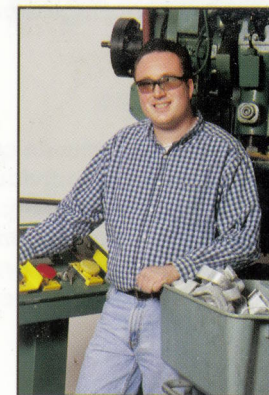
### Jean Clark

Arizona State Procurement Administrator

---



**Quality Products and Services**  
Easier, Faster, Better



*"We enjoy being able to get the services we need while supporting Arizona's citizens at the same time!"*